

# PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota  
County of Kanabec  
Office of County Coordinator

**November 6, 2013**

The Kanabec County Board of Commissioners met at 9:00am on Wednesday, November 6, 2013 pursuant to adjournment with the following Board Members present: Kim Smith, Les Nielsen, and Kevin Troupe. Absent: Kathi Ellis and Gene Anderson.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the agenda as amended: Add Deputy Auditor Roberta Anderson.

Action #2 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the October 23, 2013 minutes of the Kanabec County Board of Commissioners as presented.

Action #3 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following paid claims:

<u>Vendor</u>	<u>Amount</u>
Bina & Guptil LLC	2,235.50
Braham Public Schools	47,916.70
Chamberlain Oil	2,681.34
East Central Energy	252.00
East Central School District	16,102.36
GMCU	1,735.88
GMCU	1,523.25
Hinckley-Finlayson Schools	14,432.56
Holiay Credit Office	10,552.07
Isle Public Schools	11,849.19
Kanabec Co Aud - HRA	618.00
Kanabec Co Aud/Treas	326.00
Kanabec Co Court Admin	582.00
Kanabec County	145,860.59
Milaca Public Schools	4,251.05
Mn Energy Resources Corp	40.47
MN Mutual Life Ins	87.10
Mora Municipal Utilities	1,075.32
Mora Public Schools	329,062.02

Ogilvie Public Schools	143,870.34
Pine City Public Schools	2.33
Resource Training & Solutions	4,726.00
Wiechert, Lorelei	100.00
Wynn Law Firm	425.00
Total	<u>740,307.07</u>

Action #4 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following claims on the funds indicated:

### Revenue Fund

<b>VENDOR</b>	<b>AMOUNT</b>
Ability Network	66.26
Ace Hardware	58.77
Ace Hardware	9.60
Ace Hardware	42.66
Ace Hardware	33.12
Ace Hardware	26.70
Ace Hardware	118.75
Advanced Correctional Healthcare	12,349.12
Ahner-Nystul, Barb	38.99
Aitkin Medical	244.00
Alkire, Alyce	355.88
American Lung Assn	900.00
AmeriPride	452.15
Amherst H Wilder Foundation	14,616.50
Ammerman, Holly	276.29
Amundson, Pauline	624.00
Anderson, Tim	44.90
Andres, Christine	172.33
Armstrong Roofing	1,526.76
Ashworth Appliance	49.99
Ashworth Appliance	29.37
Auto Value	416.62
A'viands, LLC	9,522.21
Bachman, Fran	79.79
Bernhardt, Maria	362.73
Biever, Laurie	109.05
Billings, Margaret	254.64
BLI Lighting	158.51
Burski, Kathy	228.26
Byrant, Donna	2,889.60

Byrant, Donna	550.40
Carpet Plus	280.92
Cassman, Deb	118.65
CCE Information Center	95.00
Chief Law Enforcement Supply	126.59
Christianson, Craig	779.02
City of Milaca	34.56
Coborns	228.69
Coborns	33.96
Community Partnership	160.00
Curtis, Michael	771.85
Dalco	321.49
Dex Media	40.00
Deyta	90.00
Don's Towing	133.59
Druar, Dan	400.00
Dunkley, Carla	46.00
East Central Exterminating	256.80
East Central Exterminating	122.91
ECM Publications	366.60
ECM Publications	168.00
Elfstrum, Brenda	432.79
Endurance Internation Group	199.99
Faust, Patrick	651.11
Felland, Becky	106.22
Filibeck, Karla	23.56
FirstLight Health Systems	564.00
FirstLight Health Systems	97.00
Fresonke, Lew	270.00
Galls	209.99
Garcia, Tim	422.50
Goebel, Jerry	20.00
Grainger	63.80
Granite City Jobbing	67.01
Granite City Jobbing	53.55
Granite City Jobbing	763.77
Granite Electronics	881.72
Granite Electronics	303.53
Hampton Inn	642.60
Heins, Mary	176.28
Hoefert, Bob	2,140.36
Holiday Gas	63.64
Holland, Jeff	175.72

Hood, Barb	715.06
Hood, Bill	507.03
IAEMD	50.00
Image Office Service	93.47
Indianhead Specialty	10.05
Itasca Co Auditor	398.74
Jacobson, Diane	11.85
Johnsons Hardware	136.22
Johnsons Hardware	328.92
Johnsons Hardware	20.30
Jones, Willis	70.63
Juettner, Sandy	2,282.00
Kanabec Co Hwy Dept	4,247.65
Kanabec Co Hwy Dept	158.43
Kanabec Co Hwy Dept	78.86
Kanabec Co Hwy Dept	262.51
Kanabec Co Hwy Dept	154.84
Kanabec Co Hwy Dept	307.01
Kanabec Co Public Health	1,411.59
Kanabec Publications	700.81
Kanabec Publications	160.00
Keeps	36.67
Kennedy Jr, Kerry	282.33
Knosalla, Dave	36.73
Kramersmeier, Wallace	550.00
Landreville, Willard	543.07
Lane, Dave	36.16
Leininger, Dennis	38.99
Leininger, Dennis	15.82
Lerrssen, Jennifer	1,046.69
Marohn, Brenda	73.45
McIntosh, Bob	300.00
McKesson-Medical-Surgical	28.12
McNally, Dennis	43.80
Mehlhop, Ron	385.00
Mestnik, Kate	33.05
Midcontinent Communications	681.00
Midcontinent Communications	248.20
Midcontinent Communications	68.10
Milaca Chiropractic Center	70.00
Mn County Attorney's Assn	62.14
MN Dept of Revenue	1,250.00
Moore Medical	295.56

Mora Chevrolet Buick	38.74
Mora Marine	141.24
Mora Psychological Services	500.00
Nelson, Ansel	979.72
Nelson, Jerry	136.48
Nelson, Ronette	529.51
Newgard, Jean	698.39
Niedzielski, Dan	76.84
Northland Fire Protection	248.83
Novus Glass	287.03
Nummela, Randy	41.60
O'Brien, Pat	49.85
Office Depot	34.44
Office Depot	149.33
Office Depot	90.35
Office Depot	172.31
Olson, Autumn	351.44
Olson, Rhonda	44.41
O'Reilly, Molly	88.71
Osterdyk, Dorothy	267.25
Owens Auto Parts	14.00
Owens Auto Parts	95.93
Pancake, Duke	10.71
Payne, Lis	452.57
PD's Embroidery	60.00
Pedersen, Jerry	23.73
Perlick, Lisa	2,880.00
Pieper, Helen	539.49
Pieper, Rollie	628.45
Postmaster	138.00
Prasnicki, Deb	131.54
Quality Disposal	357.96
Quality Disposal	211.38
Quill Corp	53.42
R.R. Brink Locking Systems	445.00
Raiche, Nancy	49.72
Reliance Telephone	200.00
Ringler, Jennie	42.94
Roeschlein, Sheri	25.62
Rogers, Pearl	604.30
Rosburg, Diane	168.37
Rupp, Anderson, Squires & Waldspruger, PA	777.61

Ryan, Rosemarie	830.00
S&T	30.60
S&T	14.90
S&T	47.91
S&T	45.03
S&T	286.23
S&T	9.10
S&T	698.79
Sheriff, Isanti County	45.50
Shopko	37.40
Skramstad, Linda	240.69
Stellar Services	760.64
Struffert, Delores	63.54
Swanson, Jeremy	371.49
Swanson, Lori	55.94
Tadych, Marge	1,238.59
Telander, Sarah	276.29
Thompson, Wendy	589.86
Turner, Virginia	82.49
Twin City Hardware	284.59
Uniforms Unlimited	888.13
Uniforms Unlimited	466.65
USA Northland Directories	699.00
Voge, Dale	49.30
Vogel, Darla	149.16
Voight, Jackie	123.17
Watson Co	208.36
Weber, Paula	62.49
White, Ellen	171.76
Wickeham, Teresa	23.73
Wiitala, David	937.18
World Medical Government Solutions	274.69
Zamora, Ray	1,227.73
Total	<u>101,870.71</u>

### Road & Bridge Fund

<b>Vendor</b>	<b>Amount</b>
AAA Striping Service Co.	2,312.87
Ace Hardware	89.72
Ameripride	844.82
Armstrong Roofing & Construction, Inc	263.55
Auto Value Mora	3,262.72
CDW Government	42.97

Cemstone Products Co	1,591.21
Commissioner of transportation	988.17
Commissioner of transportation	14,200.00
FirstLab	39.95
Force America	64.84
Glens Tire	1,268.15
Gopher State One-Call	15.95
Hardrives, Inc	480,250.44
Dean Heikes	3,303.68
Christopher L Johnson, DC	55.00
Locators & Supplies, Inc	102.05
Newman Traffice Signs	181.99
North American Salt Co	14,006.63
Nuss Truck & Equipment	1,070.72
Office Depot	157.27
Owen's Auto Parts	546.74
Power Plan	762.75
Quality Disposal Systems, Inc.	144.03
Richards, Lila, The Cleaning Agent	961.88
Jesse Stegeman	115.46
Towmaster	216.49
University of MN	85.00
Van-Tech Corp	524.23
Zep Sales & Service	518.46
Ziegler Inc	4,041.84
Total	<u>532,029.58</u>

Action #5 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #5 – 11/06/13**

**WHEREAS**, Kanabec County desires to offer an incentive to employees who voluntarily choose to participate in wellness programs pursuant to a pilot program that is made available through the Resource Training & Solutions Wellness Alliance, and

**WHEREAS**, the Pilot Program is intended to be temporary and will sunset at the date agreed upon herein;

**NOW THEREFORE BE IT RESOLVED**, Kanabec County adopts the following Wellness policy to its current guidelines subject to attorney review:

Policy #P-113A  
 Approved: November 6, 2013  
 Effective: November 6, 2013  
 Supersedes (eff): New

**WELLNESS PILOT PROGRAM**

## **Personnel Policy for Wellness Programs and Incentives**

The County of Kanabec desires to offer incentives to employees who voluntarily choose to participate in wellness programs (“Wellness Programs”) pursuant to a pilot program (the “Pilot Program”) that is made available through fully funded Resource Training & Solutions Wellness Alliance (“Wellness Alliance”). The Pilot Program is intended to be temporary and will sunset on the date set forth below.

**Section 1. Pilot Program.** During the term of the Pilot Program, employees will be provided financial incentives to participate in and complete Wellness Programs made available through the Wellness Alliance. Participation in the Pilot Program by employees is completely voluntary.

**Section 2. Eligibility.** Incentives under the Pilot Program are limited to employees who are enrolled in an employer-sponsored group health plans made available through Resource Training & Solutions. The Pilot Program shall terminate with respect to any class of employees that ceases to participate in group health plan coverage made available through Resource Training & Solutions.

**Section 3. Incentive.** The County will pay incentives in the amount of \$200 in 2014 for each employee who completes a health risk assessment in October or November of 2013. The County will pay \$240 in 2015 for each employee who completes a health risk assessment and participates in biometric screening in 2014. No amount of incentives shall be payable as taxable cash compensation.

**Section 4. Application of Incentives.** Incentives earned by employees shall be applied first, to reduce the employees’ share of health insurance premium under the coverage option selected by the employee. The reduction of the employees’ share of health insurance premiums shall be applied in the manner determined by The County or as otherwise agreed upon. If and to the extent any portion of the incentive remains unallocated after reduction of the employees’ share of health insurance premiums, the balance shall be contributed to (1) the HSAs of employees who have established HSAs through a custodian selected by The County or (2) the individual accounts of employees under the County’s HRA funded through the Minnesota Service Cooperative VEBA Plan and Trust in the manner determined by The County or as otherwise agreed upon. At the County’s discretion, incentives may be contributed to HSAs or VEBA account of employees rather than applied to reduce health insurance premiums. Individual employees are not permitted to determine how incentives will be applied.

**Section 5. Wellness Programs.** During the first year of the Pilot Program, employees will be eligible for an incentive if they complete<sup>7</sup> an online health risk assessment and review the results. During the second year of the Pilot Program, employees will be eligible for an incentive if they complete an online health risk assessment and review the results, and participate in biometric screening. In subsequent years, the County will work with the Wellness Alliance to make additional Wellness Programs available and the County may modify the incentive structure as it deems appropriate. In no event will an incentive be contingent on satisfying a standard related to a health factor, unless a reasonable alternative standard is made available to achieve

the reward for persons who could not otherwise obtain the reward because of a health condition or for whom it would be medically inadvisable to attempt to satisfy the applicable standard.

**Section 6. Confidential Information.** Individual information that employees provide on the health risk assessment or learn through biometric screening will not be shared with the County or the Wellness Alliance. The County will receive information on who completes the health risk assessment and participates in biometric screening solely for the purpose of determining who is entitled to an incentive.

**Section 7. Temporary Program; Sunset Provisions.** The Pilot Program may be terminated at the discretion of the County at any time, but incentives earned before the Pilot Program is terminated will be payable as described herein. The Pilot Program will automatically terminate on December 31, 2014 unless renewed by the County. The County is not required to bargain for renewal or extension of the Pilot Program.

**Section 8. No Precedent.** This agreement does not set any precedent for any future issue, nor does it authorize opening any collective bargaining agreement between the Parties for negotiation.

*Action #6* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to recess the board meeting at 9:14am to a time immediately following the Public Health Board.

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The Kanabec County **Public Health Board** met at **9:14am** on Wednesday, November 6, 2013 pursuant to public notice with the following Board Members present: Les Nielsen, Kim Smith, and Kevin Troupe. Absent: Kathi Ellis and Gene Anderson. Health & Human Service Director Wendy Thompson presented the Health Board agenda.

*Action #PH7* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the Public Health Board Agenda as presented.

*Action #PH8* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #PH8 – 11/6/13**  
TRUE Participation Agreement Resolution

**WHEREAS**, Kanabec County Public Health Hospice is interested in applying to be selected to participate in the Targeting Resource Use Effectively (TRUE) initiative, and

**WHEREAS**, Kanabec County Public Health Hospice has a Quality Assurance Improvement Plan, and

**WHEREAS**, Stratis Health will provide technical assistance to work within the community to increase appropriate referrals and utilization of hospice, as well as decrease costs for end of life care.

**THEREFORE BE IT RESOLVED** to approve the Health and Human Services Director to sign an agreement with Stratis Health to be considered for selection, and if chosen, participate as a Targeting Resource Use Effectively community.

*Action #PH9* – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve a **Consent Agenda** including all of the following actions:

### **Resolution #PH9a – 11/6/13**

#### Kanabec County Public Health/Isanti County Public Health Agreement Resolution

**WHEREAS** Kanabec County Public Health is the lead agency for the Kanabec/Pine Community Health Services Statewide Health Improvement Program, and

**WHEREAS** Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program interventions to residents of Isanti County, and

**WHEREAS**, Isanti County Public Health agrees to ensure that the tasks outlined in the work plan are accomplished in Isanti County;

**NOW THEREFORE BE IT RESOLVED** to approve this Memorandum of Agreement between Kanabec County Public Health and Isanti County Public Health for provision of the Statewide Health Improvement Program through October 31, 2015.

### **Resolution #PH9b – 11/6/13**

#### Kanabec County Public Health /Mille Lacs County Community and Veteran's Services Agreement Resolution

**WHEREAS** Kanabec County Public Health is the lead agency for the Kanabec/Pine Community Health Services Statewide Health Improvement Program, and

**WHEREAS** Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program interventions to residents of Mille Lacs County, and

**WHEREAS**, Mille Lacs County Community and Veteran's Services agrees to ensure that the tasks outlined in the work plan are accomplished in Mille Lacs County;

**NOW THEREFORE BE IT RESOLVED** to approve this Memorandum of Agreement between Kanabec County Public Health and Mille Lacs County Community and Veteran's Services for provision of the Statewide Health Improvement Program through October 31, 2015.

**Resolution #PH9c – 11/6/13**

**Kanabec County Public Health/Pine County Health and  
Human Services Agreement Resolution**

**WHEREAS** Kanabec County Public Health is the lead agency for the Kanabec/Pine Community Health Services Statewide Health Improvement Program, and

**WHEREAS** Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program interventions to residents of Pine County, and

**WHEREAS**, Pine County Health and Human Services agrees to ensure that the tasks outlined in the work plan are accomplished in Pine County;

**NOW THEREFORE BE IT RESOLVED** to approve this Memorandum of Agreement between Kanabec County Public Health and Pine County Health and Human Services for provision of the Statewide Health Improvement Program through October 31, 2015.

**Resolution #PH9d – 11/6/13**

**Kanabec County Public Health/Chisago County  
Public Health Agreement Resolution**

**WHEREAS** Kanabec County Public Health is the lead agency for the Kanabec/Pine Community Health Services Statewide Health Improvement Program, and

**WHEREAS** Kanabec County Public Health has allocated and encumbered funds for the purpose of providing Statewide Health Improvement Program interventions to residents of Chisago County, and

**WHEREAS**, Chisago County Community Health agrees to ensure that the tasks outlined in the work plan are accomplished in Chisago County;

**NOW THEREFORE BE IT RESOLVED** to approve this Memorandum of Agreement between Kanabec County Public Health and Chisago County Community Health for provision of the Statewide Health Improvement Program through October 31, 2015.

Action #PH10 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #PH10 – 11/06/13**

### CHIC HIE-Bridge DESA and Sub-licensing Agreement Resolution

**WHEREAS**, Kanabec County Health and Human Services is participating in a Health Information Exchange grant project, and

**WHEREAS**, there are grant funds allocated for costs associated with initial enrollment and first year subscription fees, and

**WHEREAS**, the purpose of this agreement is to provide a legal framework that will enable Participating Organizations to exchange Data through the HIE-Bridge Network to meet the 2015 Electronic Health Record Interoperability requirement, and

**WHEREAS**, as a condition of participation in the CHIC HIE-Bridge Network, the Participating Organizations must enter into the CHIC Data Exchange and Support Agreement;

**THEREFORE BE IT RESOLVED** to approve Kanabec County d.b.a. Kanabec County Public Health and Human Services to enter into an agreement with the Community Health Information Collaborative (CHIC) to exchange data through the HIE-Bridge Network.

**BE IT FURTHER RESOLVED** to approve the Health and Human Services Director signing said agreements.

*Action #PH11* – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve a **Consent Agenda** including all of the following actions:

## **Resolution #PH11a - 11/06/13**

### Occupational, Speech and Physical Therapy Contract

**WHEREAS**, Public Health does contract for services in support of the Home Care Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and First Light Health System for Occupational, Speech and Physical Therapy for the Home Health Program clients for the year 2014.

## **Resolution #PH11b - 11/06/13**

### Aitkin Medical Supply for Durable Medical Equipment Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Aitkin Medical Supply for Durable Medical Equipment for Hospice clients for the year 2014.

**Resolution #PH11c - 11/06/13**

Pharmacy Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Coborn's Pharmacy for pharmacy services for Hospice clients for the year 2014.

**Resolution #PH11d - 11/06/13**

Occupational, Speech and Physical Therapy Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and First Light Health System for Occupational, Speech and Physical Therapy for the Hospice clients for the year 2014.

**Resolution #PH11e - 11/06/13**

Dietary Counseling Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and First Light Health System for dietary counseling services for Hospice clients for the year 2014.

**Resolution #PH11f - 11/06/13**

In-patient and Respite Care Services Contract

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and First Light Health System for in-patient and respite care services for Hospice clients for the year 2014.

**Resolution #PH11g - 11/06/13**

Residential and Respite Care

**WHEREAS**, Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, such a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and St. Clare Living Community (formerly The Villa) for residential and respite care services for Hospice clients for the year 2014.

**Resolution #PH11h - 11/06/13**

Hospice Medical Director Resolution

**WHEREAS**, Kanabec County Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, Matthew Allen, M.D. is willing and able to provide such services, and

**WHEREAS** a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Allina Medical Clinic for Hospice Medical Director services for Hospice clients for the year 2014.

**Resolution #PH11i - 11/06/13**  
Hospice Certified Nurse Practitioner Resolution

**WHEREAS**, Kanabec County Public Health does contract for services in support of the Hospice Program, and

**WHEREAS**, Kanabec County Public Health would like to provide Certified Nurse Practitioner services and Janet Wilkinson–Kutil, CNP is willing and able to provide such services, and

**WHEREAS** a contract has been presented to the Kanabec County Board of Commissioners for 2014;

**BE IT RESOLVED** to approve an agreement between Kanabec County Public Health and Allina Medical Clinic for a Certified Nurse Practitioner for Hospice clients for the year 2014.

*Action #PH12* – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #PH12 - 11/06/13**  
Business Associate Agreement Resolution

**WHEREAS**, Kanabec County Public Health has a Business Associate relationship with many current businesses, and

**WHEREAS**, these relationships involve the creation, use, or disclosure of Private Health Information (PHI) under one or more agreements that are defined in HIPAA as business associate services, and

**WHEREAS**, Kanabec County Public Health has the County Attorney's office review all Business Associate Agreements;

**THEREFORE, BE IT RESOLVED** to approve the Health and Human Services Director to sign future Business Associate Agreements for current business relationships with approval from the County Attorney's office.

*Action #PH13* – It was moved by Kim Smith, seconded by Kevin Troupe and carried unanimously to recess the Public Health Board at 9:40am to meet in regular session on Wednesday, December 4, 2013 at 6:35pm.

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The Board of Commissioners meeting continued.

Action #14 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #14 - 11/06/13**  
Community Health Planner Evaluation

**WHEREAS** the board did by Resolution #11-10/23/13 refer the position of Community Health Planner to the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the following ranking for the “Community Health Planner” position, which results in Pay Range 13:

Category	Rank	Points
Qualifications	q56	120
Decisions	d30	52
Problem Solving	p14	55
Relationships	r19	79
Effort A	ea9	5
Effort B	eb10	8
Hazards	h17	13
Environment	n5	8
<b>TOTAL POINTS</b>		<b>340</b>

Action #15 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #15 - 11/06/13**  
ORDER OF THE BOARD

**WHEREAS** there is a new position of a Community Health Planner, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the Health & Human Services Director and the County Personnel Director to hire a Community Health Planner to fill the new position at Step A, Range 13 of the pay plan which is \$21.51 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize the Health & Human Services Director and the County Personnel Director to refill any subsequent vacancies that may occur within the

department due to internal promotion.

Action #16 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

**Resolution #16 - 11/06/13**

Health & Human Services Quality Manager/  
Emergency Manager Evaluation

**WHEREAS** the board did by Resolution #12-10/23/13 refer the position of Health & Human Services Quality Manager/Kanabec County Emergency Manager to the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the following ranking for the “Health & Human Services Quality Manager/Emergency Manager” position, which results in Pay Range 17:

<b>Category</b>	<b>Rank</b>	<b>Points</b>
Qualifications	q58	145
Decisions	d32	77
Problem Solving	p19	98
Relationships	r24	106
Effort A	ea5	4
Effort B	eb14	12
Hazards	h17	13
Environment	n5	8
<b>TOTAL POINTS</b>		<b>463</b>

Action #17 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #17 - 11/06/13**

ORDER OF THE BOARD

**WHEREAS** there is a new position of a Health & Human Services Quality Manager/  
Emergency Manager, and

**WHEREAS** the board desires to fill this position;

**BE IT RESOLVED** that the County Board authorizes the Health & Human Services Director and the County Personnel Director to hire a Health & Human Services Quality Manager/Emergency Manager to fill the new position at Step A, Range 17 of the pay plan which is \$27.15 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize the Health & Human Services Director and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Health & Human Services Director Wendy Thompson met with the County Board to discuss matters concerning the Transit Department.

Action #18 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the disposal of bus #6 from the Transit fleet.

Action #19 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve promoting Arnold Erbstoesser from part time to full time effective January 1, 2014.

The Chairman recessed the board meeting at 10:00am to hold a Public Hearing to discuss an EDA Enabling Resolution.

**10:00am** – A Public Hearing was held to discuss an EDA enabling resolution. Those that spoke included:

Clayton Berg	Beth Thorp
Ron Peterson	Karen Amundson, Mora Chamber of Commerce
Bob Engberg	Pat O'Brien
Lee Hjemness	Doyle Jelsing
Rhonda Bergstadt	Jim Evenson
Diana Rankin	

Action #20 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to adjourn the Public Hearing at 10:55am.

**10:55am** - The Chairperson then called for public comment three times. Those that responded included:

Dave Halvorson	Discuss issues concerning solid waste.
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**11:00am** - The Chairperson closed public comment.

Environmental Services Supervisor Teresa Wickeham met with the County Board to discuss matters concerning her office.

Action #21 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #21 - 11/06/13**

**WHEREAS** it is found backyard burning of garbage poses serious, health, environmental, and wildfire risks, and

**WHEREAS** there are 9 licensed garbage haulers operating in Kanabec County providing residential and commercial garbage service throughout the entire county, such that the regularly scheduled pickup of solid waste is reasonably available, with the meaning of Minnesota Law, throughout the county;

**THEREFOR BE IT RESOLVED** that the Kanabec County Board of Commissioners hereby declare that garbage service is available throughout the county. It is understood that this declaration makes on-site disposal of garbage (burning or dumping) illegal for all residents and businesses in Kanabec County.

Chief Deputy Brian Smith met with the County Board to discuss matters concerning the Sheriff's Office.

Action #22 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

## **Resolution #22 – 11/06/13**

**WHEREAS** there is a vacancy in the position of a Law Enforcement Assistant, and

**WHEREAS** the board desires to refill this vacant position;

**BE IT RESOLVED** that the County Board authorizes County Sheriff and the County Personnel Director to hire a Law Enforcement Assistant to refill the vacant position at Step A, Range 7 of the pay plan which is \$15.16 per hour or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize County Sheriff Steve Schulz and the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #23 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve an amendment to the Joint Powers Agreement between Kanabec County and the State of Minnesota for housing inmates effective July 1, 2013 and expiring June 30, 2014.

Deputy Auditor Roberta Anderson met with the County Board to discuss matters concerning the Ogilvie Mall clean up.

Action #24 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve a clean up plan from the City of Ogilvie for the clean up of the Ogilvie Mall property contingent upon following state statute for disposal of the debris.

Action #25 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #25 – 11/06/13**

**WHEREAS**, The Board of Commissioners requested exploring the opportunity for switching Kanabec County’s leave time policy to PTO, and

**WHEREAS**, a committee made up of staff has met and formulated a PTO policy to be adopted to replace the current leave time policy, and

**WHEREAS**, upon Commissioner approval, the policy must be approved by ALL participating Union groups;

**THEREFORE BE IT RESOLVED**, That the Kanabec County Board of Commissioners approves the new PTO policy as submitted.

Action #26 – It was moved by Kim Smith, seconded by Les Nielsen and carried unanimously to approve the following resolution:

### **Resolution #26 - 11/06/13**

#### Information Systems Director Evaluation

**WHEREAS** the board did by Resolution #20-10/23/13 refer the position of Information Systems Director to the pay plan consultant for review, and

**WHEREAS** the board has been presented with the results of that study;

**BE IT RESOLVED** to accept the following ranking for the “Information Systems Director” position, which results in Pay Range 17:

<b>Category</b>	<b>Rank</b>	<b>Points</b>
Qualifications	q46	100
Decisions	d40	113
Problem Solving	p20	131
Relationships	r19	79
Effort A	ea6	5
Effort B	eb15	17

Hazards	h17	13
Environment	n5	8
<b>TOTAL POINTS</b>		<b>466</b>

Action #27 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #27 - 11/06/13**  
ORDER OF THE BOARD

**WHEREAS** there is a vacant position of an Information Systems Director, and

**WHEREAS** the board desires to fill this vacant position;

**BE IT RESOLVED** that the County Board authorizes the County Personnel Director to hire an Information Systems Director to refill the position at Range 17 of the pay plan which is \$60,632 to \$73,340.80 annually (includes a \$2.00 an hour market adjustment) or the rate set by rule for internal promotion, and

**BE IT FURTHER RESOLVED** that the hours of work for this position be limited to those budgeted, and

**BE IT FURTHER RESOLVED** to authorize the County Personnel Director to refill any subsequent vacancies that may occur within the department due to internal promotion.

Action #28 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to approve the following resolution:

**Resolution #28 - 11/06/13**

**BE IT RESOLVED** to close the meeting at 12:00 p.m. pursuant to Minnesota Statute §13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments and discussion and review of labor negotiation proposals, conducted pursuant to sections §179A.01 to §179A.25.

Those present during the closed portion of the meeting included Commissioners Kevin Troupe, Les Nielsen, and Kim Smith. Also present were County Coordinator & Personnel Director Patrick Christopherson and Assistant County Attorney Barb McFadden.

Action #29 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to re-open the meeting at 12:05 p.m.

Action #30 – It was moved by Les Nielsen, seconded by Kim Smith and carried unanimously to adjourn at 12:06 pm and to meet again in regular session on Wednesday, November 20, 2013 at 9:00am.

*Signed* \_\_\_\_\_  
Chairperson of the Kanabec County Board of Commissioners,  
Kanabec County, Minnesota

*Attest:* \_\_\_\_\_  
Board Clerk